



MAYORAL / CITY COUNCIL AIDE SENIOR MAYORAL / CITY COUNCIL AIDE

Purpose:

To actively support and uphold the City's stated mission and values. To perform a wide variety of professional duties involved in the coordination of the activities of the City Mayor's and City Council's office with other City departments and external organizations; to provide information and assistance to the public; to plan, organize and coordinate administrative functions for the Mayor or City Council; and to provide operational and administrative staff assistance.

Supervision Received and Exercised:

Receives general supervision from the Community Relations Manager or Mayor's Chief of Staff.

Distinguishing Characteristics:

Mayoral/City Council Aide - This is the entry-level classification for the Mayoral/City Council Aide flexible series; however, employees in this class should have general knowledge of the organization and functions of city government. Employees at this level may initially receive instruction and/or assistance as they familiarize themselves with the operating procedures and policies of Tempe's Mayor or City Council office. Appointment to the Senior Mayoral/City Council Aide requires that the employee perform the full range of mayoral/council aide duties for a minimum of one year along with meeting the educational requirements or its equivalent.

Senior Mayoral/City Council Aide - This is the journey-level class within Mayoral/City Council Aide flexible series. Employees within this class are distinguished from the Mayoral/City Council Aide by the amount of practical work experience in this flexible classification series along with meeting the educational requirements or its equivalent. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the Mayor or City Council office. Positions in this class are flexibly staffed and are normally filled by advancement from the lower class of Mayoral/City Council Aide after a minimum of one year experience. Appointment to the higher class requires that the employee be performing the full range of duties assigned to the class as determined by the Community Relations Manager or the Mayor's Chief of Staff.

Effective March 1999

Revised March 2002 (combined Mayoral Aide and City Council Aide)

Revised June 2006 (updated reporting relationship and job duties)

Revised August 2006 (Job Title and some changes to the descriptions and duties)

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

When assigned to the Mayor's office:

- Facilitate meetings and events involving the Mayor's office; coordinate the Mayor's functions with those of other departments and outside agencies and organizations; schedule meetings and oversee the Mayor's calendar.
- Conduct research, brief the Mayor, and prepare all materials for the meetings, appearances, and events attended by the Mayor; attend meetings and events with the Mayor or other staff; and conduct comprehensive follow-up to ensure resolution of issues that arise.
- Serve as the liaison between the Mayor and internal and external individuals and organizations as necessary.
- Assist in planning and coordinating meetings, publicity programs and special events.
- May participate on various committees or associations.
- Maintain / Manage Mayor's extensive Daily Meeting and Travel Schedule.
- Coordinate visiting dignitaries' meetings, tours, events.
- Citizen contact for walk-in and phone complaints / issues.
- Coordinate Mayor / Council dinners and special events.
- Maintain database of citizen inquiries and complaints.
- Conduct research and assist with drafting speeches.
- Coordinate Mayor's participation in various national organizations / committees.

CITY OF TEMPE

Sr. Mayoral / City Council Aide

Mayoral / City Council Aide (continued)

- Assist with mentoring of Mayor's intern.
- Assist in other daily functions of Mayor's office as assigned.
- Perform related duties as assigned.

When assigned to the City Council's office:

- Draft responses to citizen complaints and/or questions relating to governmental operations, procedures and similar matters for City Council signature; refer inquiries to the appropriate City department when necessary and follow up to ensure resolution; inform and update the City Council concerning citizen complaints and resolution status; compose and prepare memos and reports pertaining to Council business; prepare and assemble reports and other materials for distribution to the Council.
- Monitor various issues of concern to citizens, employees and the City Council and relay information as appropriate; conduct surveys; collect information on operational and administrative problems and prepare reports.
- Conduct research on complex issues; compile and analyze data for special projects and various reports; provide administrative and professional support to the City Council and management staff as required.
- Maintain a database of citizen inquiries and complaints.
- Monitor, maintain, and schedule Councilmember's calendars.
- Coordinate and attend meetings with the City Council or other staff.
- Recommend and assist in the implementation of goals and objectives for special programs and projects; establish schedules and methods for program operations; implement policies and procedures.
- Assist in preparing for City Council advances and/or retreats; assist in planning and coordinating meetings on behalf of the City Council.
- Research, prepare and present oral and written reports and recommendations to Council and management.
- Conduct research and assist with drafting speeches.
- Participate on various committees or associations and may represent Councilmembers at various functions.

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Sr. Mayoral / City Council Aide

Mayoral / City Council Aide (continued)

- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Mayoral/City Council Aide

Three years of full-time administrative experience, preferably in a public agency.

Senior Mayoral/City Council Aide

Four years of full-time administrative experience, preferably in a public agency, including a minimum of one year experience as a Mayoral/City Council Aide.

Training:

Mayoral/City Council Aide

Equivalent to an Associate's Degree from an accredited college or university with major course work in public administration, business administration, political science or a related field.

Senior Mayoral/City Council Aide

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in public administration, business administration, political science or a related field.

Licenses/Certifications:

May require the possession of, or the ability to obtain, an appropriate, valid Arizona driver's license.

This position is unclassified and pursuant to the City of Tempe Personnel Rules and Regulations, Rule 1, Section 104, the employee or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.

Job Code: 1113/1114

FLSA: Exempt

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